

**BOARD OF COUNTY COMMISSIONERS  
AGENDA ITEM SUMMARY**

Meeting Date: November 17, 2010

Division: Board of County Commissioners

Bulk Item: Yes        No X

Department: Mayor's Office

Staff Contact /Phone #: Lisa Tennyson x 4444

---

**AGENDA ITEM WORDING:** Presentation and approval of the recommendations of the Human Services Advisory Board Working Group regarding the application, process, policies, and funding categories used to determine funding recommendations for non-profit, human services organizations in Monroe County.

---

**ITEM BACKGROUND:** The HSAB Working Group was established by the BOCC in June 2010 for the purposes of reviewing and possibly modifying the HSAB's policies and funding categories, to sunset in November 2010. The group met 4 times during that period, and made a series of recommendations to: modify/streamline the application; elicit additional information about how prior year's funding was utilized; offer an opportunity for organizations to change their funding category; eliminate the weighted percentages attached to each of the funding categories for two years; move several organizations that are not statutorily or otherwise required to be funded from BOCC line items to HSAB with the funding (these are: Big Pine Athletic Assoc., Heart of the Keys Youth, Kids Come First; Rural Health Network, Upper Keys YMCA and Keys to Recovery); and to make an explicit policy that the vast majority of HSAB funding granted to any agency must be spent in and directly benefit Monroe County. Attached are membership roster, specific motions passed, list of all HSAB and BOCC line item contracts, HSAB funding application, meeting minutes and HSAB History and Background.

---

**PREVIOUS RELEVANT BOCC ACTION:** June 2010 the BOCC established the HSAB Working Group. In 1991, the BOCC established the Human Services Advisory Board.

---

**CONTRACT/AGREEMENT CHANGES:**

---

**STAFF RECOMMENDATIONS:**

---

**TOTAL COST:** NA **INDIRECT COST:**                      **BUDGETED:** Yes    No   

**DIFFERENTIAL OF LOCAL PREFERENCE:**   NA  

**COST TO COUNTY:**   NA   **SOURCE OF FUNDS:**                                     

**REVENUE PRODUCING:** Yes    No    **AMOUNT PER MONTH**            **Year**           

**APPROVED BY:** County Atty  CMB/Purchasing  Risk Management 

**DOCUMENTATION:** Included            Not Required           

**DISPOSITION:**                                      **AGENDA ITEM #**

**Monroe County Board of County Commissioners  
HSAB Working Group**

**MEMBERS**

District 1: Alexa Leto  
District 1: Dr. Leslie Salinero

District 2: David Paul Horan  
District 2: Robert Cintron

District 3: Steve Torrence  
District 3: Kevin Collins (*resigned before first meeting due to conflict with Health Department*)

District 4: Kim Bassett  
District 4: Josh Mothner

District 5: Anne Nickerson  
District 5: Mayor Murphy (*non-voting member*)

**Monroe County Board of County Commissioners  
HSAB Working Group**

**SPECIFIC ISSUES ADDRESSED BY HSAB WORKING GROUP:**

Regarding the Funding Application:

- Should we utilize objective evaluation criteria for application, such as a point system?
- Does the application ask the right questions/glean the right information?
- Should we utilize different application for lower (less rigorous) and higher (more rigorous) funding requests?
- Presentations: are they necessary and how can we improve this component?

Regarding HSAB's general funding issues:

- Review and assess the definitions and weighting of the three funding categories.
- Should we set a maximum level of funding?
- Should we consider the availability of state and federal funding for some services and programs (ie, some services have broad array of possible state and federal funding; some services are funded thru Medicaid, Medicare, or insurance; while others have very limited sources of funding) when deciding to grant HSAB funds to an organization?
- Should we consider the overall operating budget and size of an organization when deciding to grant HSAB funds to an organization? Should large entities with regional or larger focus be eligible for HSAB funding?

Regarding HSAB and BOCC line item funding categories:

- Why are some organizations funded through HSAB and others BOCC, and still others both?
- Should we move some organizations from BOCC direct line item to HSAB funding to improve review process and enhance equity among funded organizations? (HSAB organizations must complete a rigorous application, while line items submit a one page request letter.)
- What specific services is the County legally required to provide or match? Should those remain as BOCC line items?

Regarding HSAB members:

- Conflict of interest for HSAB members sitting on the boards of funded agencies.
- Term limits for HSAB members

**Monroe County Board of County Commissioners  
HSAB Working Group**

**APPROVED MOTIONS OF THE HSAB WORKING GROUP:**

1. To eliminate question 12 of the application: “What does your agency do to address these causes?” (Recognizing that some agencies do not work on “causes” but instead mitigate the symptoms, ie, food banks that address the symptoms of hunger rather than the cause.)
2. To add a question to the application that specifically asks what the organization did with the funds they received from HSAB in the prior year, and how it was used to leverage additional funding.
3. To streamline the application so that for organizations requesting \$5,000 or less, the organization does not have to respond to questions 10, 11, 18, 19, 21, 25, and 26. *(A copy of the application questions is attached for your reference.)*
4. To not utilize a point system for the evaluation of applications.
5. To not establish a maximum funding level.
6. To offer applicants an opportunity to request a change of category if an applicant organization believes it is not properly categorized and requests to be changes, then the board has to pro-actively act and make a decision on that request, and the board has the right to make re-categorization decisions, independently of any request, based on the application for that year, and this (these) decision(s) shall be made prior to the funding recommendation being made.
7. To eliminate the weighted percentages associated with the funding categories (but not the categories themselves) for two complete funding cycles.
8. To move the following entities from BOCC line item funding to HSAB: Big Pine Athletic Association, Heart of the Keys Youth, Kids Come First, Rural Health Network, Upper Keys YMCA and Guidance Care Center’s Keys to Recovery. (It was agreed by the working group that organizations whose funding is not required or by statute or otherwise necessitated by county ordinance or function should be part of the HSAB competitive funding cycle.)
9. To establish a policy and include as a statement on the application, the following: The vast majority of the funding received by the Monroe County Human Services Advisory Board must be spent in and directly benefit Monroe County.

**The Working Group agreed upon but did not specifically make motions on the following:**

- The application is fair and gleans the appropriate information.
- Presentations are not required, but applicants should be present for questions from HSAB members.
- The three funding categories -- medical services, core services, and quality of life services-- shall remain in place.
- When considering the size or regional focus of large organization, the focus should be on whether or not they utilize a vast majority of their funding in and for the direct benefit of the county.
- There should not be term limits applied to HSAB members.

List of Contracts for  
HSAB and BOCC line item-funded  
Organizations  
For FY '11

# Human Service Organization Contracts for Fiscal Year 2011

Agency	HSAB Amt	DATF* Amt	BOCC** Amt	Total
<b>HSAB organizations</b>				
AIDS Help	20,000	0	0	20,000
American Red Cross	5,000	0	0	5,000
Boys and Girls Club	35,000	1,554	0	36,554
Domestic Abuse Shelter	20,000	0	0	20,000
Easter Seals Society	11,200	0	0	11,200
Fla. Keys Area Health Education Ctr	35,000	0	0	35,000
Florida Keys Children's Shelter	146,000	0	0	146,000
Florida Keys Healthy Start Coalition	5,000	0	0	5,000
Florida Keys Outreach Coalition	30,000	0	0	30,000
Good Health Clinic	40,000	0	0	40,000
Grace Jones Day Care Center	30,000	0	0	30,000
Guidance Clinic/Care Center	600,000	22,250	460,520	1,082,770
Helpline	4,000	0	0	4,000
Hospice of the Florida Keys	145,000	0	0	145,000
Independence Cay	15,000	0	0	15,000
Keys Area Interdenom Resources	15,000	0	0	15,000
Literacy Volunteers	4,000	0	0	4,000
Monroe Assoc for Retarded Citizens	145,000	0	0	145,000
Monroe County Educ Fndn - Keys Center	57,000	0	0	57,000
Rural Health Network	60,000	0	273,600	333,600
Samuel's House	75,000	0	0	75,000
Star of the Sea Foundation	30,000		0	30,000
U.S. Fellowship of Fla. - Heron/Peacock	45,000	0	0	45,000
Wesley House	126,000	0	0	126,000
Womankind	70,000	0	0	70,000
<b>HSAB Contract Totals</b>	<b>1,768,200</b>	<b>23,804</b>	<b>734,120</b>	<b>2,526,124</b>
<b>BOCC Line Items</b>				
Arts Council	0	0	57,000	57,000
Big Pine Athletic Association	0	0	44,000	44,000
Heart of the Keys Youth	0	0	30,400	30,400
MCEF-Kids Come First	0	0	25,000	25,000
Upper Keys YMCA	0	0	11,400	11,400
Historic Florida Keys Foundation	0	0	28,500	28,500
Upper Keys Community Pool	0	0	180,000	180,000
AARP-BP	0	0	4,500	4,500
AARP-LK	0	0	4,500	4,500
AARP-MK	0	0	4,500	4,500
AARP-UK	0	0	4,500	4,500
Older American Vol Program	0	0	500	500
<b>BOCC Contract Total</b>			<b>394,800</b>	
<b>TOTALS</b>	<b>1,768,200</b>	<b>23,804</b>	<b>1,128,920</b>	<b>2,920,924</b>

BOCC Line Items  
Considered For Transfer To  
HSAB Funding

## BOCC Line Item Funded Organizations

When considering the entities funded as BOCC line items, the working group considered whether the services are required or not. Those services not mandated by statute or otherwise necessitated by county ordinance or function were considered "discretionary." The Working Group recommends that the "discretionary" entities/services be moved under the HSAB umbrella, with their funding.

Agency	Funding Amount	Required or Discretionary Service
Guidance Care Center		
Baker Act Services	215,195	Required --State Mandated Service
Baker Act Transportation Contract	146,000	Required --State Mandated Service
Transportation for Disadvantaged	30,148	Required --10% County Match to State Funded Program
Guidance Care Center-Keys To Recovery	69,177	Discretionary
Rural Health Network	273,600	Discretionary
Big Pine Athletic Association	44,000	Discretionary
Heart of the Keys Youth	30,400	Discretionary
Kids Come First	25,000	Discretionary
Upper Keys YMCA	11,400	Discretionary
Historic Florida Keys Foundation	28,500	"Required" --Funding is per County Ordinance
Arts Council	57,000	"Required" --Performs work for County by Ordinance and Statute*
Upper Keys Community Pool	180,000	"Required" -- Maintains/Manages County-Owned Facility for county
AARP-BP****	4,500	Internal County Program
AARP-LK	4,500	Internal County Program
AARP-MK	4,500	Internal County Program
AARP-UK	4,500	Internal County Program
Older American Vol Program	500	Internal County Program
Total	1,128,920	
Total Sum of "Discretionary" Groups	452,977	



# HSAB Funding Application

**MONROE COUNTY  
HUMAN SERVICES ADVISORY BOARD  
APPLICATION INFORMATION AND INSTRUCTIONS  
(do not submit these pages with your application)**

**Members:**

David Paul Horan, Chairperson, appointed by Commissioner George Neugent, District 2  
Alexsa Leto, Vice-Chairperson, appointed by Commissioner Kim Wigington, District 1  
Anna Nickerson, Secretary, appointed by Mayor Sylvia Murphy, District 5  
Steve Torrence, appointed by Mayor Pro Tem Heather Carruthers, District 3  
Kim Bassett, appointed by Commissioner Mario Di Gennaro, District 4

Monroe County announces funding availability for eligible human service providers for County fiscal year 2011. Submit one original and five copies of the application, including all applicable attachments, to Lisa Tennyson, Monroe County Grants Administration Office, 1100 Simonton Street, Second Floor, Room 2-213, Key West, FL 33040. Your application must be received in the Grants Administration Office at the above address **no later than 5:00 P.M., April 23, 2010.** Copies will be distributed to HSAB members for evaluation and recommendation. Agencies are responsible for ensuring that all copies are complete. Please note the instructions below in addition to any on the application:

New or changed information appears in red.

## **Background**

Funding recommendations are made by the Human Services Advisory Board (HSAB), created in 1991. Each County Commissioner appoints one member, and the County Grants Administrator provides staff support. Funding recommendations may be changed by the Commission, and are not final until the Commission adopts the budget in September.

The Human Services Advisory Board (HSAB) will make its recommendations based on the service needs of Monroe County, availability of funds, prior years' performance, the information contained in your application, and so on. These recommendations will be finalized at a meeting of the HSAB to be held on a date to be determined in May. Applicants will be able to address the Human Services Advisory Board with a time limit of three minutes. Applicants will be scheduled in the same order that applications were received, and the schedule will be sent to applicants before the meeting. All meetings of the HSAB are open to the public and are advertised in the legal ad section of local newspapers. You may attend any of these meetings and you will have a reasonable opportunity to address the HSAB if you like. The HSAB funding recommendations will be considered for approval by the Monroe County Board of County Commissioners during their budget process, which begins in July and concludes in September 2010.

In 2001, the Commission appointed the Human Services Review Committee to make improvements to the funding process. The Commission later approved recommendations made by this committee regarding which organizations apply to the HSAB and which would be funded directly by the Commission, and funding categories and priorities. A summary of these recommendations is available upon request.

A sample contract with attachments is also available upon request. Please note that County funding is on a reimbursement only basis, and that certain expenses are not eligible.

*Helpful steps to follow in correctly completing the application.*

1. Read the instructions and application from front to back.
2. If you need your board's approval to apply, start that process early.
3. Assemble the attachments, documents, and information you will need.
4. Complete the application, referring to the instructions below for each question and attachment.

5. When completing the application, do your best to put yourself in the place of the reviewer. Our board members review twenty-five or more lengthy applications in their spare time for free. Answers that are not to the point will unnecessarily take up additional time.
6. Resist the irresistible urge to answer every question with a general narrative about your organization. One of the most common errors occurs when applicants don't answer what is being asked. One way to avoid this is to begin your answer with the same wording as the question, e.g., "The needs or problems in this community that our agency addresses are..."
7. The last question will give you an opportunity to address topics of your own choice. You may also add an attachment of your choice, as Attachment R.
8. Be sure to read all questions and follow instructions carefully. Failure to do so may result in your application not being considered.
9. Prepare and label attachments, and then add them at the back of the application.
10. It's a good idea to give the application to a disinterested person in your organization for review and comments. Ask them to make sure every question is answered directly and completely. Tell them to be brutally honest...better for them to find the mistakes and omissions than for us to.
11. Make sure that the persons who need to sign the application will be available when it's completed.
12. Review the application again, making appropriate changes suggested by the reviewer, and checking to see if you have completely answered each question. Remove extra words and phrases that add nothing to the meaning of your answers. Look for numbers that do not agree with other numbers, or numbers that appear unreasonable.
13. Review the instructions, especially those related to format, number of copies, packaging, and due date.
14. Review your work one last time, correct if needed, get the proper signatures if you haven't already, make copies, and send as instructed.
15. Deliver the application as early as possible.

## **Instructions**

### **Application and attachment format and assembly**

- The application must be printed using word processing; spreadsheet software must be used for attachments. The application and attachments must remain in sequence. Handwritten applications will not be accepted.
- Use only letter size paper for the application and attachments.
- Do not delete or print over the text of the questions.
- You must print your answers in the space provided after each question; answers on separate pages will not be accepted. The space following each question should expand as you enter your answer. We require that you put your answers in the spaces provided for the sake of readability.
- If any question or required document is not applicable to your organization, please explain - including those documents listed on the attachment checklist.
- You must use the attachments for board and financial information at the end of this application. Substitute reports of your own design are no longer accepted. You may slightly modify expense categories, except for personnel-related costs. Expense items have been entered as examples and reminders; if you use different categories, you may type them in instead, as long as they are reasonable and clear. Please round all amounts to the nearest dollar.
- Label your attachments with the attachment letter (these may be handwritten) and insert them after the last page of the application, in order by attachment letter.
- In the revenue and expense spreadsheets, enter the ending dates for your fiscal years, but please realize that county funding will be from October through September, regardless of what months your fiscal year covers. We are interested in what your annual expenses and revenues are, no matter what fiscal year you use, and you do not have to pro-rate your numbers in the attachments to fit the County fiscal year.
- Retain backup information used in preparing this application to justify amounts, client counts, etc. These may be examined in an audit by County staff.
- The completed application, including attachments, must be secured using a single binder clip. Do not staple the application or any part of it, or insert it or any part of it into a binder

or folder; these just make them more difficult to distribute and handle. Do not insert dividers, tabs, etc. If your financial statement (Attachment G) is bound or stapled as received from your accountant, and you are sending originals, you may leave them that way.

- We suggest some form of delivery for which you will receive a proof of mailing and/or receipt. We also recommend that you deliver your application before the deadline, so that any errors or omissions noted by staff may be reported to you and corrected before the deadline. However, it is not the County's responsibility to find and notify you of errors or omissions or to ensure that they are corrected. Your application may not be considered if any documentation is missing at the time of the deadline.
- Please note that your application and all attachments become public record and will be available for public inspection. Do not include any confidential organization or client information.
- Do not contact HSAB members directly; any issues arising after the application, or topics not addressed in your application, should be discussed at the HSAB public meeting.

**Use these instructions to complete the application and attachments. Do not type your answers in here.**

1. Insert your agency's board-approved mission statement below.

*This should concisely describe your agency's mission, and must have been discussed and approved by your Board of Directors.*

2. List the services your agency provides.

*You may simply insert a list here; explanations or descriptions need only be entered for those not commonly understood. You will supply more detail about services and clients in Attachment C.*

3. What services will be funded by this request?

*If the same as number two, just enter "same." You may simply insert a list here; no explanations or descriptions.*

4. Will County HSAB funds be used as match for a grant?

*Answer "yes" or "no," and enter additional information in number five if "yes."*

5. If you answered "yes" to number four, please specify the:

- a. grant award title, granting agency, and purpose:
- b. grant amount:
- c. match percentage requirement and amount:

6. Will any part of this HSAB grant, if awarded, be sub-granted to another organization?

*We want the funds to go only to the applicant shown on this form. If you respond "yes", please explain to whom and for what purpose. Also, be sure to reflect this amount on Attachment D under "Grants to Other Organizations".*

7. Does your organization allocate sub-grants to other organizations using other sources (non-County) of funding?

*If so, please explain to whom and for what purpose. Also, be sure to reflect this amount on Attachment E, under "Grants to Other Organizations".*

8. Will you or have you applied for other sources of County funding?

*Please list clearly all other sources of County funding you have applied for and/or have received, and the amounts. Make sure these sources/amounts are also reflected on Attachment F.*

9. What needs or problems in this community does your agency address?

*This can be as little as one sentence, but should be no more than one short paragraph, for each need addressed. For example, if you provide after-school programs for children, the problem that you address might be stated as, "the lack of supervision and activities for school-age children in the afternoon and early evening." Do not discuss your program or services here.*

10. What statistical data support the needs listed in question number nine?

*Summarize and explain any data that show the existence of the problem. You may include crime statistics, census bureau data, studies by impartial organizations, Bureau of Labor Statistics reports, objective surveys, etc. Be sure to name your sources. You should include data showing the number of people in your target population. If you like, you may insert copies of documents cited; label them "Attachment Q," and insert them in order with the other attachments at the end of the application. The amount of service you provide does not, in itself, support the need.*

11. What are the causes (not the symptoms) of these problems?

*Be sure to discuss only causes. Using the example in number nine, you might list things such as, "high cost of living and low wages that force both parents to work, single-parent families, and lack of support from relatives."*

12. What does your agency do to address these causes?

*Be sure to discuss how you address the causes, not the problem. Using the child-care example, you may advocate for a living wage, support programs that help keep families together, and so on. If your agency does not address these causes, perhaps you network with other agencies that do; tell us about that.*

13. Describe your target population as specifically as possible.

*This should be a rather narrow definition of the people affected by the problems noted in number six. Include all relevant characteristics, such as sex, age, geographic location, family situation, etc. For example, "children of both sexes, from age three to fifteen, from single-parent families in the middle keys, with no adult supervision after school."*

14. How are clients referred to your agency?

*For example, this could be referral from another agency, self-referral, or referral from a family member or neighbor.*

15. What steps are taken to be sure that prospective clients are eligible and that the neediest clients are given priority?

*Describe your evaluation or screening process. Depending on the source of your referrals, this may have been done by the referring agency; if so, please explain.*

16. Describe any networking arrangements that are in place with other agencies.

*This is more than referrals or association memberships. Referrals to your agency are addressed in number eleven, and referrals from your agency to other agencies would have been included as one of your services in number two. Examples include cost-sharing, joint projects, and the like.*

17. List all sites and hours of operation.

*Street address is not necessary; city or town will suffice. If services are offered at clients' places of residence, please note that, along with hours.*

18. What financial challenges do you expect in the next two years, and how do you plan to respond to them?

*This might include economic or political changes that would increase or decrease your revenue or expenses, and your plan to deal with these changes.*

19. What organizational challenges do you expect in the next two years, and how do you plan to respond to them?

*This might include demographic, political, social, or economic changes that would increase or decrease your target population or staff, and your plan to deal with these changes.*

20. How are clients represented in the operation of your agency?

*If, for example, your clients are represented on your board of directors, or on an advisory board, please tell us about it.*

21. Is your agency monitored by an outside entity? If so, by whom and how often?

*This may be a state or federal government agency, an independent auditor, etc. You don't have to go into much detail; a copy of the monitoring report will be inserted as Attachment P.*

22. \_\_\_\_\_ hours of program service were contributed by \_\_\_\_\_ volunteers in the last year. Fill in the numbers of volunteers and hours donated. Do not include board or committee meetings – only program service hours.

23. Will any services funded by the County be performed under subcontract by another agency? If so, what services, and who will perform them?  
*We want the funds to go only to the applicant shown on this form. It is not normal practice for the County to fund subcontract arrangements such as this. It may be done only with Commission approval, and your contract amended to reflect it.*

24. What measurable outcomes do you plan to accomplish in the next funding year?  
*Outcomes are different from goals. Outcomes are the benefits to your clients, and may be related to knowledge, skills, self-sufficiency, improved health, etc. For example, a nutrition program may have a goal of serving 1,500 meals, but strive for a measurable outcome of better health for 75% of its clients.*

25. How will you measure these outcomes?  
*Tell us how you will know if the outcomes above have been attained. Examples include surveys, arrest records, follow-up visits, student grades, truancy rates, etc.*

26. Provide information about units of service below.  
*List the service in the leftmost column, then enter the unit definition in the center column, and the cost per unit in the rightmost column. If any requested information is not applicable, please explain.*

Service	Unit (hour, session, day, etc.)	Cost per unit (current year)

27. In 300 words or less, address any topics not covered above (optional).  
*Examples may include growth, new location, new partnerships, funding loss, successes, and so on.*

*Please note: the attachments A through F are only available in Microsoft Excel format. We require that you use this format, since it will automatically expand rows, generate totals and percentages, and align figures for easier reading.*

## INSTRUCTIONS FOR ATTACHMENTS

**Attachment Checklist** – Mark with an "X" in the appropriate column to indicate whether the attachment is included in your application. You must enter comments for any attachment that is not included.

**Attachment A-1 Board Information** – mostly self-explanatory; for "Affiliation/Title," examples might be, "postal worker, U.S. Postal Service," "Vice-President, XYZ Bank," "Retired," "client representative," and so on. The telephone number column has been deleted for FY 2010.

**Attachment A-2 Board Officer Elections** - attach evidence of annual election of officers (ie, copy of minutes of meeting in which most recent elections took place.)

**Attachment B, Agency Compensation Detail** – fill in dates to correspond with your fiscal year in the appropriate spaces. Note that "Total Salary" has been changed to "Total Compensation Package." This should include salary and all benefits, such as insurance, retirement, travel or housing allowances, etc. Positions can be listed together, such as "caseworkers; 5.5 FTE; 150,000.00 total compensation package." Note that a twenty-hour position would be .5 FTE.

*We realize that employees come and go, and an existing long-time employee may be replaced by someone making a different salary. To avoid this problem, for both years, you may use budgeted figures. Or, if you*

prefer, for the current year's projection, you may, for example, add the YTD total compensation for all caseworkers and project that to an annual total, then do the same for all other positions.

**Attachment C, Profile of Clients and Services** – List all services offered by your agency in the first column. In the next column, describe the target population in detail for each service. Include all characteristics of the target population, such as sex, marital status, income level, etc. Please also indicate whether or not the client is a Monroe County resident. For example, "all single females, up to 125% of poverty level, with dependent child(ren), of all races." Then enter the number of persons in the target population (this may be a larger number than the number of clients served). In the "Area" column, describe the area served, such as "Marathon," "Key West to Big Pine Key," "Middle Keys," etc. In the column, "Cumulative # of Clients for Year Ending \_\_/\_\_/\_\_," enter the total number of clients that received each service for the most recent year. In the column, "Current # of Clients as of \_\_/\_\_/\_\_," enter the number of clients (not cumulative) receiving the service on a recent date (such as the date of the application, or more likely a recent month-end). This number will most likely be less than the number in the previous column. For example, in a shelter with 50 beds, you may have served 100 residents in a year's time, but no more than 50 on any given day.

On the line, "Unduplicated Clients for Entire Agency," enter data in the two columns not shaded. Do not total the numbers already entered. Note that, if a client receives two services, he or she must be counted only once on this line. These numbers will likely be less than those entered in the upper portion of this attachment.

There is sample data entered; delete it or just enter your data over it.

**Financial Attachments D through F** – Enter the ending dates for your fiscal years where requested, but please remember that county funding will be from October through September, regardless of what months your fiscal year covers. We are interested in what your annual expenses and revenues are, no matter what fiscal year you use, and you do not have to pro-rate your numbers fit the County fiscal year. All totals and percentages will be automatically calculated. Be careful not to type in cells that contain a formula.

**Attachment D, County Funding Budget** – Attachments requesting program expenses and revenue have been deleted and replaced by this attachment. Categories have been filled in as reminders. If your categories are different, feel free to make changes as needed, except to those in the personnel section. Please indicate how you plan to use the county funds requested in the upcoming year. The total must agree with the amount requested.

**Attachment E, Agency Expenses** – Enter expense figures in the appropriate spaces. You may change expense categories, except those in the personnel section, to fit your organization. Make annual projections based on YTD figures for the current year, and use budget figures for the upcoming year.

"Revenue over/(under) expenses" will automatically be calculated. However, please review the results to be sure that they appear reasonable. Mistakes in entering data in the expense and revenue worksheets can result in unusual results here.

**Attachment F, Agency Revenue** – As in Attachment E, enter the ending dates for your fiscal years where requested. Enter revenue figures in the appropriate spaces. Unlike Attachment E, you may not change existing categories; enter figures for those that apply, and add all other types of revenue after the line that reads, "List others below." If you receive free rent or donated supplies, for example, those would be entered in the "in-kind" column. Make annual projections based on YTD figures for the current year; use budget figures for the upcoming year.

**Attachment R** – You may also add an attachment of your choice, as Attachment R. This is limited to two pages, and may include copies of brochures, letters of support, or other information you were not able to include in your application. It must be copied onto letter size paper. No additional documents will be accepted after the application deadline; they belong in attachment R. Do not contact HSAB members directly; any issues arising after the application or topics not addressed in your application should be discussed at the HSAB public meeting.

**MONROE COUNTY  
HUMAN SERVICES ADVISORY BOARD  
APPLICATION ATTACHMENTS**

- 1** Save the file from diskette or email to your computer's hard drive.  
In this way, you may always revert to the original blank version if necessary.
- 2** Please note that there are several "worksheets" in this "workbook" file. Look for the tabs at the bottom of the window, and make sure you complete the checklist and all attachments, A through F.
- 3** Be careful not to enter any data in cells that contain a formula; cells that contain a formula will have a number in them already.
- 4** The worksheets will truncate cents from all amounts; you may round to the nearest dollar, or it will happen automatically if you enter dollars and cents.
- 5** For FTE'S, however, in Attachment B, please enter any decimals, if necessary, so that part-time positions are accurately represented.
- 6** If you must insert rows in any sheet, do so carefully, and make sure totals include those new rows. It seems to work best if you do NOT insert rows immediately above a row that includes totals, or above the first row in a range of cells that has a total at the bottom.
- 7** Place the checklist and all attachments behind the last page of questions.
- 8** If you have over-written formulas or caused other major "damage" to the worksheets, the best thing to do may be to revert to the original version sent to you on diskette or in email, and begin entering data again.
- 9** When you print the worksheets, you may tell your printer to print any colors as black.



## ATTACHMENT CHECKLIST

<b>LABEL AND ATTACH THE FOLLOWING IN THE ORDER SHOWN, AFTER THIS PAGE</b> <b>IF NOT APPLICABLE, PLEASE SO INDICATE AND EXPLAIN</b>	ATTACHED?		COMMENTS
	YES	NO	You must explain any "NO" answers
A. Board Information Form			
B. Agency Compensation Detail			
C. Profile of Clients and Services			
D – F. Financial Information			
G. Copy of Audited Financial Statement from most recent fiscal year if organization's expenses are \$150,000 or greater.			
H. Copy of IRS Form 990 from most recent fiscal year			
I. Copy of current fee schedule			
J. Copy of IRS Letter of Determination indicating 501 C 3 status			
K. Copy of Current Monroe County and City Occupational Licenses			
L. Copy of Florida Dept. of Children And Families License or Certification			
M. Copy of any other Federal or State Licenses			
N. Copy of Florida Dept. of Health Licenses/Permits			
O. Copy of front page of Agency's EEO Policy/Plan			
P. Copy of Summary Report of most current Evaluation/Monitoring *			
Q. Data showing need for your program (optional, see question 7)			
R. Other (specify) TWO PAGE LIMIT			

\* must include summary of deficiencies and suggested corrective action; may include your responses and actions taken.

## 2010

*You must have at least five directors.*

(enter your agency name in D-3 above and it will automatically appear in subsequent sheets)

[illegible]

**\*\*ATTACHMENT A 2 - EVIDENCE OF ANNUAL ELECTION OF OFFICERS (Please attach a copy of the minutes of the meeting in which the most recent elections took place.)**

## 2010

*A 40-hour/week employee would be 1.00 FTE; a 20-hour/week employee would be .5 FTE, etc.*

[illegible]

## 2010

**ABC non-profit**

**Please list or describe achieved outcomes for your target populations:**

2010

*Show the proposed budget detail for the County funds requested.  
The total must match with the total funding requested.*

**ABC non-profit**

	Proposed Expense Budget for Upcoming Year Ending:	
	<u>          </u> / <u>      </u> /11	
Expenditures	Total	%
Salaries		0
Payroll Taxes		0
Employee Benefits		0
<b>Subtotal Personnel</b>	<b>0</b>	<b>0</b>
Postage		0
Office Supplies		0
Telephone		0
Professional Fees		0
Rent		0
Utilities		0
Repair and Maint.		0
Travel		0
Miscellaneous		0
Grants to Other Organizations		0
List others below		0
		0
		0
		0
		0
		0
		0
		0
		0
		0
		0
		0
		0
		0
		0
		0
		0
		0
<b>Total Expenses</b>	<b>0</b>	<b>0.0%</b>

2010

Complete this worksheet for the entire agency.  
Please round all amounts to the nearest dollar.

**ABC non-profit**

	Proposed Expense Budget for Upcoming Year Ending:		Projected Expenses for Current Year Ending:	
	____ / ____ /11		____ / ____ /10	
Expenditures	Total	%	Total	%
Salaries		0		0
Payroll Taxes		0		0
Employee Benefits		0		0
<b>Subtotal Personnel</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Postage		0		0
Office Supplies		0		0
Telephone		0		0
Professional Fees		0		0
Rent		0		0
Utilities		0		0
Repair and Maint.		0		0
Travel		0		0
Miscellaneous		0		0
Grants to Other Organizations		0		0
List others below		0		0
		0		0
		0		0
		0		0
		0		0
		0		0
		0		0
		0		0
		0		0
		0		0
		0		0
		0		0
		0		0
		0		0
		0		0
		0		0
		0		0
<b>Total Expenses</b>	<b>0</b>	<b>0%</b>	<b>0</b>	<b>0%</b>
<b>Revenue Over/(Under) Expenses</b>	<b>0</b>		<b>0</b>	

## ATTACHMENT F - AGENCY REVENUE

2010

*Complete this worksheet for the entire agency.*

*Please round all amounts to the nearest dollar.*

*In-Kind will not be included in percentages or total.*

**ABC non-profit**

[illegible]

# Meeting Minutes

- September 3, 2010
- September 21, 2010
- October 6, 2010
- October 25, 2010



**Minutes**  
**(Approved at 9/21/10 meeting)**

**Monroe County Board of County Commissioners**  
**Human Services Advisory Board**  
**Working Group**

**Date: September 3, 2010**

**Time: 1PM-3PM**

**Place: Marathon Government Center**

Present: Kim Bassett, Anna Nickerson, Mayor Murphy, Alexsa Leto, Dr. Leslie Salinero, Josh Mothner, and Robert Cintron (who has not officially been named yet to Working Group.)

Absent: Steve Torrence, David Paul Horan, and Kevin Collins

Meeting was called to order at 1:10.

Members of the HSAB Working Group and the audience introduced themselves and their affiliations.

Mayor Murphy opened the meeting by reminding the members of the working group about Sunshine laws and that they are subject to them.

Kim Bassett noted that there was a quorum present.

Lisa Tennyson established the purpose of this first meeting: to introduce HSAB, to elect a chair, to set next four meetings, and to give everyone an understanding about what they should be thinking about for the next meetings.

Alexsa Leto, as one of the longest serving members, gave an overview of the history of the HSAB. She explained that this year's group was convened in response to questions/concerns from organizations, public, commissioners, and changes in economy. She stated that the mission of the group was to offer an opportunity for service providers to present their viewpoints on the funding process and for the working to review the HSAB's policies and guidelines.

Mayor Murphy reminded the audience that there was no direction or mandate to specifically make any changes and that the work of the group may not necessarily result in any particular changes.

Kim Bassett asked about what services the County is legally required to provide. Lisa Tennyson stated that she has posed this question to the County Attorney's office and they are researching it. Kim also asked about the direction for today's meeting -- should it be a general or focused approach.

It was suggested that we begin by looking at the list of issues already compiled by staff and if there were any additional issues to be added to the list.

These were the issues listed for possible consideration:

1. Moving some organizations to HSAB from BOCC direct line item funding
2. Re-categorizing and weighting of the three funding categories
3. Setting maximum level of funding
4. Different application for lower (less rigorous) and higher (more rigorous) funding requests
5. Consideration of the availability of state and federal funding for some services and programs (ie, some services have broad array of possible state and federal funding; other's have very limited sources of funding -- some services are funded thru Medicaid, medicare, or insurance-- should we consider this?)
6. Consideration of the overall operating budget and size of an organization (ie should large entities with regional or larger focus be eligible for HSAB funding)
7. Develop more objective evaluation criteria for application -- points?
8. Does the application ask the right questions/glean the right information?
9. What specific services is the County legally required to provide or match?

The issue of BOCC line item funding was raised. Mayor Murphy suggested that we remain focused for now on the HSAB funding issues.

Josh Mothner referred to another item on the list and recommended that the application be the same regardless of the amount of funding to be applied for.

Kim led a discussion about organizing the various issues on the list into focused discussions. Recommending that bullets 2, 4, 7, and 8 all relate to the application process and should be discussed at one meeting; that bullets 1, 3, and 9 address more general but related issues and should be addressed together; etc.

At this point, there was a motion to appoint Kim as the Chair of the working group. Josh Mothner seconded. The motion passed unanimously.

Discussion of the vice-chair followed. Alexsa recommended Josh Mothner. Josh nominated Lesley. Josh's nomination was seconded by Kim. This motion passed unanimously.

Discussion of the issue and their organization continued. It was suggested that bullets 5, 6 and 9 be addressed together at today's meeting.

The audience was asked to add their ideas to the list of items for consideration. They brought up these issues:

- Why are some organizations funded through HSAB and others BOCC, and still others both?
- HSAB members sitting on the boards of funded agencies, and if they do should they be abstain not only from voting on that agency's funding (as they are now), but also from participating in the discussion related to the funding for that agency.
- Presentations - are they necessary and/or is there a way to make the presentation process more fulfilling and less demeaning?
- Term limits for Board members.

Mayor Murphy explained that with some services, such as the mandated Baker Act services and other services performed for the county such as the Arts Council and Historic Florida Keys foundation, the Commission felt that they should be secure each year and not subjected to competitive funding.

Kim clarified that only two HSAB members sit on the boards of funded agencies, she sits on the board of AHEC and Steve Torrence sits on the board of MARC, and that their affiliations are always stated clearly and upfront, and that they abstain from voting on the funding recommendations for those entities.

Mayor Murphy talked about the difficulty of applying a point system to the evaluation of applications, as the services of the various groups are difficult to compare, and that a point system favors well written applications, but doesn't necessarily help the county identify and fund the services its needs most.

She also added that the HSAB was originally intended to provide start-up funding; it wasn't meant to provide continuous funding.

Alexsa clarified that presentations were not a required part of the funding process, but reminded the audience that the presentations were asked for by the organizations themselves so that they could have a last minute opportunity to speak to the HSAB about any critical changes that may have occurred between the date of the submission of their application and the day that funding

recommendations are discussed and finalized, such as a last minute reduction to their state and/or federal funding. She mentioned that the presentations also offer an opportunity for the HSAB members to ask for clarification on issues in the applications that could be beneficial to an applicant.

Robert Cintron clarified that the group's initial focus should be to air the issues of the service providers and then to try to be responsive to their issues and perceptions.

A member of the audience suggested that there be designated a non-profit liaison to be a voting member on the working group.

The members of the working group did not agree, raising the following points: the membership of the group was already established by the BOCC resolution; the groups are already fully represented by their attendance and participation in these meetings; that the working group's membership was specifically expanded beyond that of the current HSAB members in order to represent a broader community perspective and that these new members have experience with grant funding and know how hard it is for non-profits seeking grant funding.

Alexsa stated that speaking for herself as a member of the HSAB, she works diligently and fairly in her review of all HSAB applications and is not responsive to any outside influences or lobbying.

Robert C. stated that he would like to hear from the organizations and that they were invited to call or email him with their issues and that he would share them with the group without identifying the name of the individual.

It was decided that during the next meeting, the group would focus on the application. Lisa T. distributed copies of the application, instructions, and the required attachments to each of the members of the group.

Robert C. again welcomed the agencies to send along their specific recommendations for changes to the application, changes to categories, changes to criteria, and/or how to make the process more fulfilling and less demeaning.

Meeting dates were discussed. Sept 21<sup>st</sup> from 2-4 PM and Oct 6<sup>th</sup> from 10-12 PM were settled upon, with Lisa T. charged with finding meeting spaces for those dates somewhere in Marathon.

The meeting adjourned at 3:10.

**MINUTES**  
**(Approved)**

**Monroe County Board of County Commissioners**  
**Human Services Advisory Board**  
**Working Group**

**Date: September 21, 2010**

**Time: 2PM-4PM**

**Place: Marathon Government Center**

Present: Kim Bassett, Anna Nickerson, Alexsa Leto, Josh Mothner, Robert Cintron, David Paul Horan (arrived late.), and Mayor Murphy

Absent: Steve Torrence, Dr. Leslie Salinero (Member Kevin Collins resigned due to conflict with Health Department)

Meeting was called to order at 2:10.

Members of the HSAB Working Group and the audience introduced themselves and their affiliations.

Minutes of September 3 meeting were reviewed and approved.

Kim Bassett opened meeting by reminding the group that the focus of today's meeting was the funding application.

Josh Mothner stated that he reviewed the application as a potential applicant, keeping in mind the things he had heard about the application, that is, was it as rigorous as he heard and was it onerous for small organizations or for those organizations that apply for small amounts of money.

Josh Mothner asked if the HSAB uses the application to determine eligibility for funding and whether the HSAB uses the qualitative or quantitative information.

Alexsa said that she looks at whether an entity is eligible, ie, does it have a 501c3, requisite licenses, etc. and whether the money that the entity is asking for is appropriate.

Kim responded that she uses the information provided by an organization in an application to ensure that the organization is responsible, financially and programmatically sound, and is run well, fiscally.

Josh Mothner stated that the only subjective questions on the application were 11 and 12. (Question 11 asks: What are the causes (not the symptoms) of these problems? And Question 12 asks: What does your agency do to address these causes?)

He stated that he didn't feel that if an agency addressed symptoms rather than causes that this should be held against them. For example, a food pantry doesn't address the cause, it just addresses the symptom.

Kim Bassett responded that the question allowed an organization to demonstrate its understanding and knowledge of the problem it is trying to address.

Josh Mothner also stated that the application was not, in his opinion, arduous or onerous, compared to that of the TDC and other funding applications, and that it asked for all of the relevant information typical of funding applications. He also stated that he didn't think there should be a different application for smaller funding amounts.

Robert Cintron, returning to the cause and symptom discussion suggested that the application include an affirmative statement that an entity seeking funding does not have to address the cause of a problem and that if it doesn't, it won't be penalized.

The group then discussed eliminating question 12.

Robert Cintron motioned to eliminate question 12. Josh Mothner seconded. Motion passed unanimously.

Robert then stated his thoughts on the application: 1. that it was clear a lot of scholarship went into the application; 2. that it obvious that folks tried to make it as simple as possible; 3. that it is critically important that enough information is requested in the application in order to ensure that taxpayer funds are being used responsibly and appropriately; 4. didn't think any significant changes were necessary.

He then asked the audience of funded organizations how long it takes them to fill out the application. Responses varied, from 3-4 days to 2 weeks.

Robert Cintron then asked whether the application could be streamlined.

Josh Mothner asked if there was anything that could be taken out.

Liz Kern from Hospice VNA said her staff went through it and didn't think there was any way to simplify it. No other suggestions for simplification were forthcoming.

The discussion turned to the issue of sustainability and continued funding year after year.

Kim Bassett asked if something should be added to the application that talks about financial sustainability (in other words should the ability of an organization to continue its program or service without continued annual county funding be a valued objective.)

Kim asked the Mayor if HSAB funding was originally intended to be “seed” money. Mayor Murphy responded that yes, that was the original intention, but that it evolved away from that, because it was not practical, as some vital programs to county residents would be threatened without continued funding from the county.

Josh added that there is nothing in the application that solicits information on an organization’s intention or efforts to try to be self-sustaining.

Kim asked, “Do we expect an organization to develop its program to be eventually self-sustaining,” adding that yes, she believed that it is an organization’s responsibility to try.

It was argued that sustainability is not necessary the goal if an organization is utilizing its funding to provide a necessary and appropriate service in a cost-effective, cost-efficient way.

Also, it was pointed out that many organizations use county funds to leverage outside dollars from state, feds, and private funders, therefore the continuity of funding can be valuable for the county.

This led to a discussion of the benefits of knowing how the funded organization utilized the funds they received from the county and whether and how it was used to leverage outside dollars and adding a question to the application that asked this question.

Robert Cintron stated that he felt it was appropriate to know what an organization accomplished with the funds they received the prior year; and that the ability of an organization to use funding to leverage outside funding should be highly valued.

Alexsa talked about how match is a very, very important issue for the HSAB and is one of the first questions on the application.

Lisa Tennyson clarified that the organizations did have to provide service level information by way of a required year-end report detailing the number and types of clients served, the types of services provided and outcomes achieved. And further, there is a required attachment to the application that solicits this statistical/numeric information. However, this information is not solicited in a clear, succinct narrative form via a question in the application.

Kim Bassett motioned to add to the application a question that specifically asks what the organization did with the funds they received, and how it was used to leverage additional funding.

The motion passed unanimously without discussion.

Robert Cintron then motioned to have a shorter application for organizations applying for \$5,000 or less by eliminating questions: 10, 11, (12 was already deleted in previous motion), 18, 19, 20, 21, 25 and 26.

Josh questioned the implications of reducing requirements.

Robert withdrew his motion.

Kim suggested we consider the motion and look at the specific questions to be eliminated.

She starts with question 10 which asks for statistical information

Discussion followed. Alexa Leto asked whether it was fair to have different applications for different grants.

Josh Mothner stated statistical information is important and should be provided by all applicants and that it provides the HSAB justification for its funding recommendations by providing real information about a problem rather relying only on anecdotal information.

David Paul Horan stated he didn't think statistical information was important for an entity applying for \$5,000 or less.

Question 20 was discussed. Lisa Tennyson clarified that the question seeks to ensure that persons served in a program have some sort of representation in the development and provision of that service, and that the question is typical across all government and private foundation grant applications.

Question 25 was discussed. Robert Cintron stated he didn't think it is necessary for applicants seeking \$5,000 or less to explain how outcomes are measured.

Robert Cintron re-states his motion to add to the application the following statement: "If you are requesting \$5,000 or less, your organization does not have to respond to the following questions: 10, 11, 18, 19, 21, 25 and 26."

Anne Nickerson seconded. A member of the audience clarified that while some entities only received \$5,000, they had actually applied for more. The motion passed with Josh Mothner and Alexa Leto opposing.

The Chair then turned to the issue of a point system for evaluating the merits of an application.

Josh Mothner stated that he couldn't see how we could apply points in our evaluation of completed applications.

Robert Cintron said that if an entity could provide a match it should be prioritized.

David Paul Horan stated that providing a match is a major determining factor every year.

Robert Cintron motions to not adopt a point system for evaluating funding applications; motion passes unanimously.

The Chair moved the discussion to the issue of funding categories and category weights, asking if there was any input on the current categories and whether they should be changed.



David Paul Horan said we need to keep in mind the most important services.

Lisa Tennyson asked for a point of clarification...when deciding upon a category, should we looking at the overall mission of the agency or the program or service for which it is applying for funding, as these may not always be the same.

Alexsa Leto stated that it is the service or program that is categorized.

Kim Bassett stated that she would like to see a formal policy to address these kinds of things.

Mayor Murphy asked what the difference was between the core services and quality of life services categories, and pointed out that is sometimes difficult to determine this among our various service providers.

Robert Cintron stated that he wasn't opposed to going from 3 to 2 categories (ie, merging core and quality of life services categories.)

Lisa Tennyson also asked what an organization should do if it wants to change categories, as the HSAB has experienced these requests recently.

Josh Mothner made a motion to add a question to the application that asks the applicant to check a box next to the category for which they would like to be considered, and whether it represents a category change. The HSAB would then discuss these requests for category changes at the beginning of their funding recommendation meeting. The motion passed unanimously.

Kim Bassett then reviewed the topics for the next meeting: HSAB and BOCC line item categories, setting maximum levels of funding and required services.

Lisa Tennyson added that she posed the required services question to county attorney's office and is waiting on a response from them.

Kim stated that the next meeting was scheduled for October 6<sup>th</sup>. The group discussed a date for the fourth meeting and decided upon October 25, 9-11, with Lisa Tennyson charged with finding a meeting place in Marathon.

The meeting adjourned at 4:07.

**MINUTES  
(Approved)**

**Monroe County Board of County Commissioners  
Human Services Advisory Board  
Working Group**

**Date: October 6, 2010**

**Time: 10AM-12PM**

**Place: Marathon Library Meeting Room**

Present: Kim Bassett, Anna Nickerson, Alexsa Leto, Josh Mothner, Robert Cintron, Dr. Salinero, David Paul Horan, and Mayor Murphy

Absent: Steve Torrence

Meeting was called to order at 2:10.

Members of the HSAB Working Group and the audience introduced themselves and their affiliations.

Minutes of September 21 meeting were reviewed and approved.

Josh Mothner asked to review again the different categories within HSAB and to continue the discussion from the last meeting.

Kim asked that we add another item to today's agenda (bullet #6) and to change the order of the agenda items.

Josh state that he received comments after the last meeting and was seeking clarification that the category is determined by the service to be provided with the HSAB funding, not the mission/purpose of the organization.

This led to a discussion of "core services" and "quality of life" categories.

Josh wants to eliminate the sense of "arbitrariness" or subjectivity of the HSAB's decisions.

Mayor Murphy stated that if the process wasn't somewhat subjective we wouldn't need an advisory board to help make decisions.

Robert stated that we should keep to what we decided at the last meeting about adding a question in the application asking the applicant which category they would like to be considered for funding.

Robert added that this should be followed up with a requirement for the HSAB to make an affirmative decision on each applicant's category change request.

Robert amends motion made at last meeting: to *pro-actively accept or address* an applicant's request to be re-categorized and the HSAB maintains the right to re-categorize an organization that it feels is not properly categorized. This determination is to be made at the appropriate time preceding the funding recommendation.

Several audience members (representatives of funded organizations) stated that they don't think the categories are necessary.

David Paul Horan stated his support for the categories.

Mayor Murphy also stated her support for the categories, though she would agree that the weighted percentages associated with each category could be eliminated.

Robert's prior motion was revisited and tweaked to read as follows: If an entity isn't properly categorized and requests to be changed, then the board has to make a decision on that re-categorization request and the board has a right to make re-categorization decisions, independently of any request, based on the application for that year and this (these) decision(s) shall be made prior to the funding recommendations being made.

The motion passed unanimously.

Robert makes another motion to eliminate the categories altogether, stating that he's not necessarily in support of that and thinks the categories are important, but wants the group to actively address and vote on the issue.

The motion was seconded for discussion.

Josh stated that he would like to amend the motion. He stated his support for keeping the categories but would like the motion to eliminate the percentages assigned to each category.

The amendment was seconded.

David Paul states that without percentages we don't have any guidelines. Josh states that we can still make it clear what the priorities are and the medical is the most important category without the percentages.

Anne states that the percentages make explicit the relative importance of each category.

Mayor Murphy suggested we eliminate the use of percentages for a limited time period.

Discussion moves to include audience members.

Robert amends the motion to sunset after two complete funding cycles.

The final version of the motion reads as follows: to eliminate the percentages (but not the categories) for two complete funding cycles.

Roll is called:

Leslie: yes

Josh: yes

Robert: yes

Alexa: yes

David Paul: no

Ann: no

Kim: yes

Motion carries.

Discussion moves to issue of BOCC line item funded category.

The group reviewed the County Attorney opinion on mandated services and Lisa's spreadsheet of organizations funded under BOCC whose services are considered as mandatory or required by statute or county ordinance (and therefore should remain as BOCC line items) and those organizations whose service are discretionary (and may be moved under HSAB's competitive funding cycle.)

Josh motions to move the discretionary organizations to the HSAB with their collective funding.

Dan from Rural Health Network (discretionary services) notes that statute 381.0405 requires public and private partnership in the delivery of health services.

David Paul states that he doesn't believe that 381 makes the funding of Rural Health Network mandatory.

David Paul then seconded motion.

The motion passes unanimously.

Discussion turns to the funding to the AARPs on county facilities. Robert questioned why the funding identified as going to the four AARPs shouldn't also be moved to HSAB.

Lisa Tennyson informed the group that these entities are not proposed to be moved to HSAB because they operate as internal county programs; they don't have paid staff; that county funding doesn't go to the organization but rather pays for office supplies, phones, sometimes small pieces of furniture and operating supplies for the facilities which are county facilities.

The issue was tabled until the next week.

The next agenda item addressed the issue of establishing a maximum level of funding for HSAB funding. David Paul indicated he didn't like the idea. Robert said the same. Audience input was solicited and their opinions varied.

David Paul mentioned that the issue and levels of match were another important reason not to set a maximum funding level.

Robert motioned that the group not recommend establishing a maximum funding level. The motion passed unanimously.

As time was running out, the Chair suggested that the final agenda item (whether HSAB should fund larger entities with regional focus) be tabled for the next meeting.

Robert reminded the group that he would like to continue to discuss the AARPs funding at the next meeting also.

Kim re-capped the issues for the next meeting:

- AARPs
- Funding for large, regional organizations
- Re-structuring presentations
- Discussion of policies for HSAB

Lisa inquired about what Kim meant by "policies for HSAB." Kim responded with examples such as conflict of interest and presentations.

The question was raised about whether or not a person sitting on the HSAB who is also a board member of an organization that may potentially be funded through the HSAB constituted a conflict of interest and further, whether that conflict of interest precluded the member from voting, participating in relevant discussions and or even asking questions.

Robert informed the group that the state's definition of conflict of interest centered on whether or not the individual or his/her family members stand to personally gain from a decision made by a board on which he/she sits. If not, then there is not conflict and the member can/must vote.

It was recommended that the question be taken to the County Attorney.

Diana Flenard suggested that there be a code of conduct for HSAB members to address the conflict of interest issue.

The issue was added to the agenda items for the next meeting.

The Mayor mentioned that the group had to make its recommendations to the BOCC at the November meeting. Kim, as the Chair, agreed to make the presentation. Lisa agreed to assist in putting together the working group's various recommendations for Kim's presentation.

Lisa reminded the group that the next meeting was the final meeting and was scheduled for October 25<sup>th</sup> at 9 am at the Marathon Government Center BOCC meeting room.

The meeting was then adjourned at 12:20.

**MINUTES**  
**(not yet approved)**

**Monroe County Board of County Commissioners**  
**Human Services Advisory Board**  
**Working Group**

**Date: October 25, 010**

**Time: 9AM-11AM**

**Place: Marathon Gov Center, BOCC Meeting Room**

Present: Kim Bassett, Anna Nickerson, Alexsa Leto, Josh Mothner, David Paul Horan, and Mayor Murphy

Absent: Steve Torrence, Dr. Leslie Salinero, Robert Cintron

Meeting was called to order at 9:15.

Members of the HSAB Working Group and the audience introduced themselves and their affiliations.

Minutes of October 6 meeting were reviewed and approved, with Josh M. abstaining since he left that meeting early.

The group began by discussing the issue of funding to large, regional organizations with boards that may or may not have local boards or local community members on their boards.

David Paul Horan noted that the issue of local representation on board membership has come up several times over the past years; and that the HSAB considered the following: If the organization has a paid employee here in the county who would be shepherding the county's grant and the funds were earmarked only for use in Monroe County; if the organization didn't have any local board members, that is considered a deficiency; If the county's funds are used as match.

Mayor Murphy added that another consideration of these entities was whether or not they were the only entity that provided the service in the County.

Alexa noted that she felt the community didn't support county tax dollars going to a person's salary that didn't live in the County; and that she considered whether or not the majority of the county's grant dollars to an entity in question was being used for the county and its citizens.

Josh Mothner asked whether it would be beneficial to have a hard and fast rule, such as “All funds received from HSAB must be spend on services provided in Monroe County.”

There was then discussion that sometimes an entity uses some of its dollars to pay for back office services such as an accountant, that may exist outside of the county, and that this was generally desirable if it was cost effective.

David Paul Horan then made the following motion to establish the following policy and include this statement on the application: The vast majority of the funding received by the Monroe County Human Services Advisory Board must be spent in and directly benefit Monroe County.

The motion passed unanimously.

David Paul Horan then mentioned for the record that his law firm is currently representing an employee of the Rural Health Network.

The discussion returned to large, regional organizations.

Alexa noted that the question was posed in part due to the example of West Care, the umbrella organization for the Guidance Care Center.

David Paul stated that as long as the vast majority of the funding it receives from the HSAB is spent in the county, then it was okay, as per the group’s most recent motion.

The discussion moved to the issue of presentations, and the previous comments from organizations about their issues with the presentations.

Mayor Murphy reminded the group that the presentations were for the benefit of the organizations, and were there to give the organizations a chance to update any critical information, especially any changes that may have occurred in their anticipated funding, that may not have been included in their application.

David Paul Horan agreed that this is why the presentations started in the first place. But that now, often, the presentations are used by the board to ask follow up questions related to their responses on the applications and to address issues like duplication.

Alexa stated that there was a time when we didn’t have the presentation component, and that once in a while an HSAB member had questions or needed some additional information and a representative from the organization was not present. And, that this didn’t benefit the applicant.

Anne suggested that we make things simple by just asking organizations to be present in case there was a question by an HSAB member, and that a “formal” presentation will not be necessary.

Josh stated that he has heard the complaints about the presentations, such as the questions asked were uncomfortable, but, in his opinion, they were necessary and agreed with Anne.



Kim asked if we needed a formal policy change on presentations. The group decided no, since presentation were never a required component anyway.

Mayor Murphy suggested that in lieu of presentations, we just allot time to each organization in order to answer questions from the board, ask if there have been any significant changes to the organization or the information provided on the application, in other words, simply be asked, "What has changed, if anything, since you submitted your application?"

It was agreed by the board that in the future, "presentations" will be limited to updates to the application information submitted and questions from the HSAB members.

The group also agreed that the number of representatives from a group seeking funding should be limited to one speaker.

Lisa then asked the group for clarification on one of the bullet points: term limits for board members.

Josh responded that the group had decided to not have term limits and to leave appointments to county commissioners. The group agreed.

The discussion turned to the conflict of interest issue that had begun at the previous meeting. Lisa read the opinion from the county attorney's office. Though there was some discussion and David Paul Horan disagreed, the group accepted the opinion.

Lisa and Kim discussed preparing for the presentation of the working group's recommendations at the November BOCC meeting.

The meeting came to a close, with Mayor Murphy thanking the members of the working group for their time and energy, and then also thanked the members of the audience.

The meeting was adjourned at 10:49.

# Monroe County Board of County Commissioners' Human Services Advisory Board *History and Background*

---

November 17, 2010

Prepared for:

Board of County Commissioners

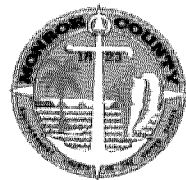
Mayor Sylvia Murphy

Mayor Pro Tem Heather Carruthers

Commissioner Mario DiGennaro

Commissioner George Neugent

Commissioner Kim Wigington



---

# HSAB Working Group 2010

- The Human Services Advisory Board Working Group was created on June 16, 2010 by Commission board motion. The purpose of this committee is to examine and possibly modify the Human Services Advisory Board funding process and policies including funding categories, weighting of categories, etc.
  - The HSAB Working Group originally consisted of nine voting members, to include the five current HSAB members and four additional members appointed by each of the four commissioners, not including the Mayor, as the Mayor shall serve on committee as a non-voting Board liaison. (One member resigned due to conflict of interest.)
  - The group met four times and agreed upon a series of funding policy recommendations for the BOCC to be incorporated into the FY2012 budget process.
  - HSAB Working Group members
    - (District 1) Alexsa Leto
    - (District 2) David Paul Horan
    - (District 3) Steve Torrence
    - (District 4) Kim Bassett
    - (District 5) Anna Nickerson
    - (District 1) Dr. Leslie Salinero
    - (District 2) Robert Cintron
    - (District 3) Kevin Collins (*resigned*)
    - (District 4) Josh Mothner
    - (District 5) Mayor Sylvia Murphy
-

---

# History of HSAB

- 1991: The Human Services Advisory Board was formed by resolution 077-1991. Originally seven members, one appointed by each commissioner, and two at-large members, chosen by the five appointees (later amended by resolution 056-1992). Board establishes eligibility guidelines, application procedures, evaluates County's needs, recommends most cost effective way of obtaining needed services, develops measures of services provided, and determines which of those services are appropriate for public funding. Social Services Department to provide staff assistance.
  - 1992: Resolution 077-1991 was amended by 056-1992 to authorize payment of travel expenses, change membership changed to five members, clarify length of terms clarified and added provision to remove member for repeated absences.
  - 2001: The Human Services Review Committee was formed by the Commission at its July 2001 meeting; it was charged with "identifying a core group of non-profit organizations to be funded by the Board of County Commissioners and establish criteria to qualify for funding."
  - 2002: The Human Services Review Committee presented recommendations to the Commission at the January 2002 meeting:
    - Mental health services, medical services, and recreational services, formerly funded directly by the BOCC as part of the non-governmental, human and social services budget process, now apply to the HSAB. (Adopted by Commission.)
    - Funding required by law, such as Baker Act services, remain directly funded by the BOCC, as do funding for cultural programs. (Adopted by Commission.)
    - Recommendations included categories of service – medical, core social services, and quality of life services, with funding guidelines for each: 65%, 30%, and 5%, respectively. Requirements for each category were specified. (Adopted by the Commission.)
    - Recommended an increase in total HSAB funding of 6.7%, to \$1,375,205.00 (Not adopted by the Commission).
    - Recommended that HSAB funding increase annually by at least the CPI (Not adopted by the Commission).
-

---

# History of HSAB (cont'd)

- 2005: In 2005, The Commission approved a calculation for the total Human Services Advisory Board funding of 5% of the general fund budget from the previous year.
- 2006: The Commission approved a proposed change to that calculation that would require subtracting the total HSAB funding from the previous year's general fund budget before multiplying it by the 5%. The Commission also changed the percentage applied from 5% to 4%. This resulted in a total HSAB budget of \$1,861,265. Later in 2006, the Commission changed the calculation back to 5% of the adjusted general fund budget for the previous fiscal year.
- 2007: the Commission passed a motion setting the amount of HSAB funding as 2006, \$2,326,581. The HSAB met and made recommendations totaling that amount. However, later that year, in July, the Commission reduced this amount by 5%, to \$2,210,252 and directed the HSAB to meet again to modify their recommendations to match the revised amount, which they did.
- 2008: Commission passed a motion reducing by 20% the amount of HSAB funding at \$1,768,202. Later that year, one program (PACE/Keys Center) that was previously funded thru HSAB was moved out of HSAB to a BOCC line item and its HSAB funding of \$68,115 went with it. So HSAB recommended funding actually in 2008 totaled \$1,700,087.
- 2009: HSAB funding amount remained at same level. PACE/Keys Center and its original funding allocation of \$68,511, came back to HSAB. Total amount of funding recommendations for FY 2010 was \$1,768, 200.
- 2010: HSAB funding again remained flat this year. HSAB finalized its recommendations totaling \$1,768,200. Also, in 2010, the BOCC approved the formation of a working group to once again review and possibly modify HSAB funding policies and criteria.

# HSAB Policies and Guidelines

The Human Services Advisory Board categorizes applicant organizations into one of three groups, and assigns weighted percentages to those categories to assist in making its funding recommendations; medical services receive 65%, core services receive 30%, and quality of life improvement services receive 5% of total funding.

The actual recommendations of the Human Services Advisory Board may vary from these guidelines at the discretion of the HSAB.

## ■ MEDICAL SERVICES 65%

- This group is designed to accommodate organizations that provide primary and secondary medical services, dental services, and mental and behavioral health services.
- Services to Include: Physical, mental, and behavioral health care services including but not limited to substance abuse and direct and indirect primary and secondary medical and dental care for the economically and mentally disadvantaged.

## ■ CORE SOCIAL SERVICES 30%

- This group is designed to accommodate organizations that provide non-medical, but otherwise basic, essential human needs services to the disadvantaged.
- Services to include: Services for the homeless and near homeless, who are abandoned or removed from the home because of violence, legal issues, or family dysfunction, or are in need of food, clothing, or housing.
- Emergency disaster relief, including, but not limited to, rescue and temporary shelter.
- Services for adult and child daycare, health and hygiene services.
- End-of-life support for the disadvantaged of any age.

## ■ QUALITY OF LIFE IMPROVEMENT SERVICES 5%

- This group is designed to accommodate organizations that provide services created to improve the quality of life for any individual or community.
- Services to Include: Educational, preventative, and other services including recreational and cultural services.
- Information, referral, educational, training and guidance services.

---

# Medical Services Category

## 65%

### **Criteria**

- 501(c)(3) designation as a registered non-profit organization with the IRS.
- Annual unqualified audit for organizations that expend over \$300,000.\*
- Non-duplication of services and should contribute to and coordinate with the overall continuum of services network.
- Have requirements to obtain local match funds from their state, federal funding, private sources, and/or a requirement to maintain a sustainability plan, including demonstrated successful fundraising history.
- Licensed by appropriate state and/or federal agency to provide the required services.

### **Weight**

- Be considered a traditional basic “core” service historically supported by local governments and requiring a significant amount of local and other funding.
- Requires recurring funds at the local level in addition to other funding sources.
- Description of services funded that relate to Medical Services.
- Consideration should be given to organizations with a demonstrated history of having a “waiting” list or demonstrated need.

\* Resolution 277-2009 changed this level to \$150,000

---

---

# Core Social Services (non-medical but essential) 30%

## **Criteria**

- Documented 501(c)(3) non-profit organization by the IRS.
- Annual unqualified audit for organizations that expend over \$300,000.\*
- Non-duplication of services and should contribute to and coordinate with the overall continuum of service network.
- Have requirements to obtain local match funds from their state, federal funding or private sources and/or requirement to maintain a sustainability plan, including demonstrated successful fundraising history.
- Licensed by the appropriate state and/or federal agency to perform the services provided.

## **Weight**

- Requires recurring funds at the local level in addition to other funding sources.
- Consideration should be given to organizations with a demonstrated history of having a “waiting” list or demonstrated need.
- Consideration should be given first to organizations providing countywide services and/or completing the existing network of like services.
- Description of services funded that relate to the Core Social Services.

---

\* Resolution 277-2009 changed this level to \$150,000



---

# Quality Of Life Improvement Services 5%

## **Criteria**

- Documented 501(c)(3) non-profit organization by the IRS or
- Annual or financial statement or a business plan for organizations that expend over \$300,000.\*
- Non-duplication of services and should contribute to and coordinate with the overall continuum of service network.
- Description of services funded that relates to quality of life improvement services.

## **Weight**

- Priority will be given to proposals which:
- Target the working poor and financially-vulnerable citizens, racial and ethnic minority citizens and/or citizen groups with demonstrated, unmet needs.
- Provide services, which have a demonstrated effect on: reducing other costly medical, social, judicial and/or other services (prevention) and/or supplementing current effective services (augmentation).

\* Resolution 277-2009 changed this level to \$150,000 and implemented a requirement for a financial audit for all organizations that expend over that level.

---

---

# HSAB Annual Funding Cycle

## **JANUARY:**

- Review last year's application
- Send it out to HSAB members for their review, input, modifications
- Set date for February meeting of HSAB
- Advertise for February's meeting of HSAB
- Reserve space at Marathon Government Center (2 hour meeting)
- Preliminary budget number for first meeting

## **FEBRUARY:**

- First HSAB meeting at Marathon Government Center
- Review, modify, approve application for new cycle
- Establish application due date (typically in April)
- Send out Notice of Funding Availability and Applications
  - Advertise in media
  - Email to all past, current recipients and interested parties
  - Send out notice in snail mail
  - Post on website

## **MARCH:**

- Respond to questions re: applications
- Schedule and hold technical assistance workshops

## **APRIL:**

- Applications due back
- Send copies of applications to HSAB
- Review all applications
- Advertise for May meeting of HSAB
- Reserve space for 2nd meeting of HSAB at Marathon Government Center (all day meeting)
- Schedule all applicants to speak for 3 minutes at May meeting

## **MAY:**

- Funding Recommendation Meeting in Marathon (typically all day)
- Presentations made by all applicants
- HSAB discusses and makes funding recommendations

## **JUNE/JULY:**

- Funding recommendations incorporated into proposed budget for new fiscal year
- Contracts prepared for all HSAB recommended agencies
- Contracts prepared for all BOCC-direct funded agencies

## **AUGUST:**

- Contracts routed to county attorney, purchasing, risk management, etc.
- Budget resolutions prepared for all contracts

## **SEPTEMBER:**

- Monitor contracts through route
- Place on October agenda

## **OCTOBER:**

- Contracts are approved and ratified at October BOCC meeting
  - Contract period is from October 1-Sept 31
-

# HSAB Funding History

Agency	FY 07	FY08	FY09	FY10	FY11	Inc or Dec	category	% of
<b>Medical Services</b>								
Guidance Clinic	405,259	390,000	340,000	600,000	600,000	0.00%	62.42%	33.93%
Care Center	345,000	330,000	280,000					
Easter Seals Society		15,000	10,000	10,000	11,200	10.71%	1.17%	0.63%
Fla. Keys AHEC	52,500	37,842	30,000	35,000	35,000	0.00%	3.64%	1.98%
Good Health Clinic	36,955	46,356	35,000	35,000	40,000	14.29%	4.16%	2.26%
Hospice of the Florida Keys	155,578	154,206	145,000	145,000	145,000	0.00%	15.09%	8.20%
Rural Health Network	80,000	70,953	60,000	60,000	60,000	0.00%	6.24%	3.39%
Womankind	100,000	89,874	70,000	70,000	70,000	0.00%	7.28%	3.96%
<b>Total Medical Services</b>	<b>1,175,292</b>	<b>1,134,231</b>	<b>970,000</b>	<b>955,000</b>	<b>961,200</b>	<b>0.65%</b>	<b>100%</b>	<b>54.36%</b>
<b>Core Services</b>								
AIDS Help	36,000	34,058	27,000	25,500	20,000	-21.57%	2.60%	1.44%
American Red Cross	30,000	28,381	5,000	5,000	5,000	0.00%	0.65%	0.28%
Boys and Girls Club	55,000	56,763	40,000	38,500	35,000	-9.09%	4.55%	2.18%
Catholic Charities	5,000							
Domestic Abuse Shelter	50,000	42,572	34,000	30,000	20,000	-33.33%	2.60%	1.70%
Florida Keys Children's Shelter	200,000	185,000	148,000	146,500	146,000	-0.34%	18.99%	8.29%
FL Keys Healthy Start Coalition	5,000	9,460	5,000	5,000	5,000	0.00%	0.65%	0.28%
Florida Keys Outreach Coalition	60,000	47,302	30,000	36,700	30,000	-18.26%	3.90%	2.08%
Fountains of Living	5,000							
Heron/Peacock	65,000	61,493	50,000	48,500	45,000	-7.22%	5.85%	2.74%
Higher Love Mission Outreach	5,000	4,730						
KAIR	5,000	4,730	4,000	10,000	15,000	50.00%	1.95%	0.57%
MARC	205,000	185,000	148,000	146,500	145,000	-1.02%	18.86%	8.29%
Keys Center/PACE (2)	75,000	85,144	**	59,000	57,000	-3.39%	7.41%	3.34%
Samuel's House	110,000	104,065	83,000	77,000	75,000	-2.60%	9.75%	4.35%
Wesley House	160,289	160,828	128,000	126,500	126,000	-0.40%	16.38%	7.15%
Star of the Sea Foundation				10,000	30,000	200.00%	3.90%	0.57%
Independence Cay				7,500	15,000	100.00%	1.95%	0.42%
<b>Total Core Services</b>	<b>1,071,289</b>	<b>1,009,526</b>	<b>702,000</b>	<b>772,200</b>	<b>769,000</b>	<b>-0.41%</b>	<b>100%</b>	<b>43.49%</b>
<b>Quality of Life Services</b>								
Big Brothers/Big Sisters	30,000	28,381						
Center for Independent Living	5,000	4,730	4,000					
Helpline	10,000	4,733	4,000	4,500	4,000	-11.11%	10.53%	0.23%
Literacy Volunteers	10,000	5,000	4,000	4,000	4,000	0.00%	10.53%	0.23%
Monroe Youth Challenge	25,000	23,651	16,087	15,000				
Grace Jones Day Care Center				17,500	30,000	71.43%	78.95%	1.70%
<b>Tot Qual of Life Services</b>	<b>80,000</b>	<b>66,495</b>	<b>28,087</b>	<b>41,000</b>	<b>38,000</b>	<b>-7.32%</b>	<b>100%</b>	<b>2.15%</b>
<b>Total</b>	<b>2,326,581</b>	<b>2,210,252</b>	<b>1,700,087</b>	<b>1,768,200</b>	<b>1,768,200</b>	<b>0.00%</b>		

---

# BOCC-Direct Line Item

## Funded HSO's

- In addition to those funded through the HSAB, there are also organizations that receive funding directly from the Board of County Commissioners.
- Through the years, these have typically included arts organizations, youth and recreational organizations, AARPs, wild bird centers, and mandated services such as Baker Act delivered through Guidance Clinic.
- Their funding cycle mirrors that of the HSAB. However, a formal application for funding is not currently required. These entities supply a letter of request for funding that includes a brief description of their services.
- Their contracts, contract requirements and contract periods are identical to those within the HSAB.

# BOCC-Direct Funded Org's

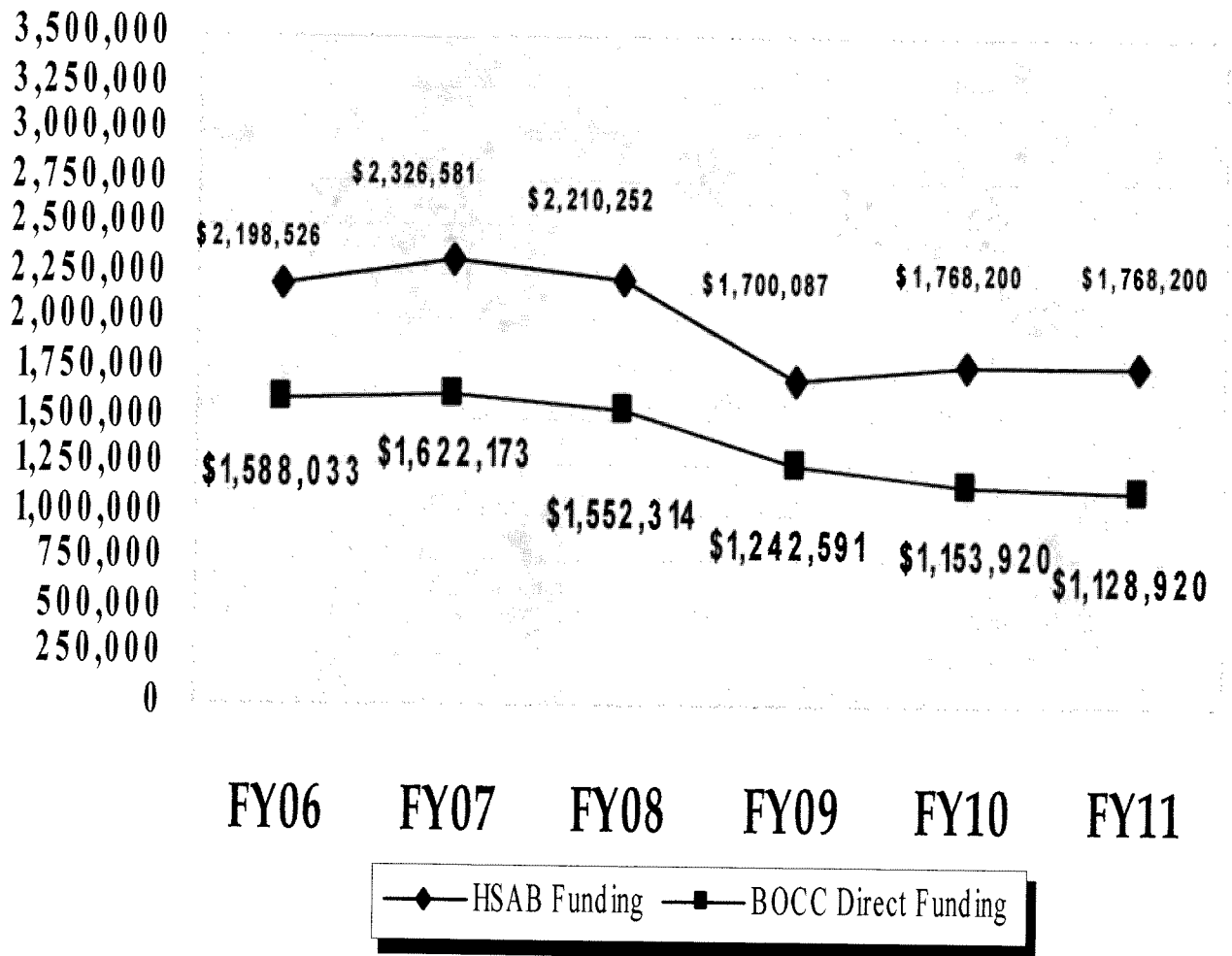
BOCC Direct Funded	2009	2010	2011
AARP Big Pine	3,800	4,500	4,500
AARP Lower Keys	3,800	4,500	4,500
AARP Middle Keys	3,800	4,500	4,500
AARP Upper Keys	3,800	4,500	4,500
Big Pine Athletic Association	34,711	44,000	44,000
Council of the Arts	57,000	57,000	57,000
Exotic Keys Wild Bird Rescue	9,120	5,000	-
Florida Keys Wild Bird Center	9,120	5,000	-
Marathon Wild Bird	9,120	5,000	-
MCSB/Just for Kids	49,400	-	-
MCEF/Kids Come First	-	25,000	25,000
Guidance Care Center *	460,520	460,520	460,520
Marathon Recreation (Heart of Keys)	30,400	30,400	30,400
Older American Volunteer Program	500	500	500
Rural Health Network	273,600	273,600	273,600
Upper Keys YMCA	11,400	11,400	11,400
MCSB/PACE	34,000	-	-
Pigeon Key Foundation	40,000	-	-
Summer Recreation	-	10,000	-
<b>Sub-total</b>	<b>1,034,091</b>	<b>945,420</b>	<b>920,420</b>
Upper Keys Pool	180,000	180,000	180,000
Historic Florida Keys Foundation	28,500	28,500	28,500
<b>TOTAL BOCC Direct Funded</b>	<b>1,242,591</b>	<b>1,153,920</b>	<b>1,128,920</b>

\*Breakdown: Baker Act Inpatient: 215,195  
 Baker Act Transportation: 146,000  
 Transportation: 30,000  
 Keys To Recovery: 69,177  
 460,520

## HSAB and BOCC-Direct Funded Org's and Amt's FY 11

Agency	HSAB Amt	DATF* Amt	BOCC** Amt	Total
<b>HSAB organizations</b>				
AIDS Help	20,000	0	0	20,000
American Red Cross	5,000	0	0	5,000
Boys and Girls Club	35,000	1,554	0	36,554
Domestic Abuse Shelter	20,000	0	0	20,000
Easter Seals Society	11,200	0	0	11,200
Fla. Keys Area Health Education Ctr	35,000	0	0	35,000
Florida Keys Children's Shelter	146,000	0	0	146,000
Florida Keys Healthy Start Coalition	5,000	0	0	5,000
Florida Keys Outreach Coalition	30,000	0	0	30,000
Good Health Clinic	40,000	0	0	40,000
Grace Jones Day Care Center	30,000	0	0	30,000
Guidance Clinic/Care Center	600,000	22,250	460,520	1,082,770
Helpline	4,000	0	0	4,000
Hospice of the Florida Keys	145,000	0	0	145,000
Independence Cay	15,000	0	0	15,000
Keys Area Interdenom Resources	15,000	0	0	15,000
Literacy Volunteers	4,000	0	0	4,000
Monroe Assoc for Retarded Citizens	145,000	0	0	145,000
Monroe County Educ Fndn - Keys Center	57,000	0	0	57,000
Rural Health Network	60,000	0	273,600	333,600
Samuel's House	75,000	0	0	75,000
Star of the Sea Foundation	30,000		0	30,000
U.S. Fellowship of Fla. - Heron/Peacock	45,000	0	0	45,000
Wesley House	126,000	0	0	126,000
Womankind	70,000	0	0	70,000
<b>HSAB Contract Totals</b>	<b>1,768,200</b>	<b>23,804</b>	<b>734,120</b>	<b>2,526,124</b>
<b>BOCC Line Items</b>				
Arts Council	0	0	57,000	57,000
Big Pine Athletic Association	0	0	44,000	44,000
Heart of the Keys Youth	0	0	30,400	30,400
MCEF-Kids Come First	0	0	25,000	25,000
Upper Keys YMCA	0	0	11,400	11,400
Historic Florida Keys Foundation	0	0	28,500	28,500
Upper Keys Community Pool	0	0	180,000	180,000
AARP-BP***	0	0	4,500	4,500
AARP-LK	0	0	4,500	4,500
AARP-MK	0	0	4,500	4,500
AARP-UK	0	0	4,500	4,500
Older American Vol Program	0	0	500	500
<b>BOCC Contract Total</b>			<b>394,800</b>	
<b>TOTALS</b>	<b>1,768,200</b>	<b>23,804</b>	<b>1,128,920</b>	<b>2,920,924</b>

# Non-Profit Funding History: HSAB and BOCC-direct



**BOARD OF COUNTY COMMISSIONERS  
AGENDA ITEM SUMMARY**

Meeting Date: 11/17/10-Key Largo

Division: BOCC

Bulk Item: Yes ☐ No ☒

Department: DISTRICT FIVE

Staff Contact Person/Phone #:

Donna Hanson -- 305-453-8787

---

**AGENDA ITEM WORDING:** Approval for the Student Peace Alliance to place a coral rock foundation and bronze plaque at the park located at the Nelson Government Center. The plaque will read "Community Peace Park – We Are All the Keys to Peace."

---

**ITEM BACKGROUND:** See attached request from the Student Peace Alliance.

---

**PREVIOUS RELEVANT BOCC ACTION:** Earlier this year, the Student Peace Alliance placed a similar plaque at the Key Largo Community Park.

---

**CONTRACT/AGREEMENT CHANGES:**

---

**STAFF RECOMMENDATIONS:**

---

**TOTAL COST:** N/A

**BUDGETED:** Yes ☐ No ☐

**COST TO COUNTY:** \_\_\_\_\_

**SOURCE OF FUNDS:** \_\_\_\_\_

**REVENUE PRODUCING:** Yes ☐ No ☐ **AMOUNT PER MONTH** \_\_\_\_\_ **Year** \_\_\_\_\_

**APPROVED BY:** County Atty \_\_\_\_\_ OMB/Purchasing \_\_\_\_\_ Risk Management \_\_\_\_\_

**DOCUMENTATION:** Included ☒ Not Required \_\_\_\_\_

**DISPOSITION:** \_\_\_\_\_

**AGENDA ITEM #** \_\_\_\_\_



October 19, 2010

Mayor Sylvia Murphy  
Monroe County Board of County Commission  
Key Largo, Florida

Mayor Murphy,

The Student Peace Alliance would like to be on the agenda of the Board of County Commissioner's meeting on November 17 at the Murray Nelson Center. Would you help us?

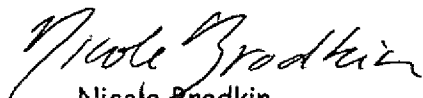
We are hoping that the Board will approve placement of a coral rock foundation and a bronze plaque in the park behind the Murray Nelson Building. The plaque will read "Community Peace Park - We Are All the Keys to Peace"

Of course, we would coordinate the placement of the plaque with both Parks and Recreation and with Public Works.

If we are able to get on the agenda, and if at all possible, could we have a time certain after 3PM? More of our members and officers would be able to attend if we can meet with the Board after school.

Thank you again for your support of the Key Largo Peace Park.

Peace,

  
Nicole Brodtkin  
President



